



December 8, 2004

MEMORANDUM FOR CONTRACTING OFFICIALS

SUBJECT: Online Representations and Certifications Application (ORCA)

This letter is to inform you about a new Federal Integrated Acquisition Environment (IAE) initiative called the "Online Representations and Certifications Application (ORCA)." ORCA is a web-based system that centralizes and standardizes the collection, storage and viewing of many of the representations and certifications required by the Federal Acquisition Regulations and previously found in solicitations. According to the language included in FAR Case 2002-024, vendors will be required to use ORCA beginning 1 January 2005.

This FAR change will require you (and your Contract Writing System, if applicable) to replace most of the current solicitation provisions with a single clause that directs your vendors to complete the online provisions in ORCA. There is a clause for use in commercial item acquisitions and a separate clause for use in non-commercial item acquisitions. However, agency specific provisions and solicitation specific provisions not included in ORCA will still have to be included in solicitations. All otherwise applicable representations and certifications will still have to be included in solicitations when registration in the Central Contract Registration is not required (see FAR 4.1102).

In addition, architect-engineer firms can voluntarily submit SF 330 Part II, Architect-Engineer Qualifications, through ORCA. However, vendors have been informed that the voluntary submittal of the SF 330 Part II in ORCA does not eliminate the requirement that they submit this form to each agency for which it wants to be considered for projects that are not publicly announced.

ORCA's search page (<http://orca.bpn.gov/publicsearch.aspx>) allows you to view the vendors' current record by entering their DUNS number or view their archived records by entering their DUNS number and the dates of interest (for example, the date of the solicitation.) The record can be viewed and downloaded/printed if desired. Please note that the new FAR language does not require a paper copy of the ORCA record be kept in the contract file.

For your information, a copy of the notice going out to all active CCR registrants beginning next week is attached.

Detailed information can be found in the attached FAR Case, as well as by visiting the "Help" section of the website at <http://orca.bpn.gov>. The help section includes ORCA background information, frequently asked questions (FAQ), the ORCA Handbook, and whom to call for assistance.

Sincerely,

Teresa Sorrenti  
IAE Program Manager